oneeducation

Managing Governors

last updated for the Autumn 2017 release

Handbook

CAPITA

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Contacting One Application Support

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Contents

01 | **Introduction to Governors**

Introduction

Governors supports schools and clerks with the administration of governing bodies. It provides local authorities and schools with a record of governors including appointments, validity of DBS checks and training records. It provides clerks with tools to help manage workloads including action templates.

Using this Handbook

This handbook is intended for One administrators and users of the Governors v4 module. The first chapter covers methods of accessing Governors from v4 Online and v4 Client and the management of governing body establishments. The second chapter covers the administration of governing bodies and the third chapter covers the management of governor details. The final chapter describes reporting from Governors v4.

What's New in this Release

It is now possible to restrict users from viewing the Governing Body Memo. The permissions are set up in the v4 Client via **Tools | Permissions | User Group Permissions**. To disable the **Memo** tab, set **Get governing body memo** to **Deny Run** as shown in the following graphic:
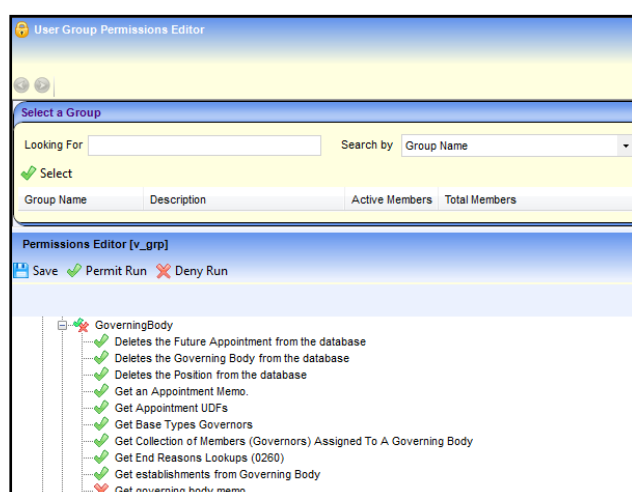
For more information, see .

Permissions

Governors uses business processes to determine which user groups have access to specific functionality. It is recommended that all users are initially setup to belong to one of three user groups: Administrators, Clerks or Governors.

User Group Processes are accessed in the v4 Client via **Tools | Permissions | User Group Processes**.

User groups are assigned read, read-write, read-write-delete or deny permissions to each Governors business processes. Permissions are maintained in the One v4 Client. One System

Administrators should create user groups with the desired level of access to the following business processes and main business processes:

- Governors

- Governing Body Definition

- Governor Committees

- Governor Details

- Governor Meetings

- Governors Disclosure

- Governors Establishment.

User Group Permissions are more granular than User Group Processes and control access to specific web services, web methods, menu routes, menu links and data groups. They work in conjunction with User Group Processes.

User Group Permissions are accessed in the v4 Client via **Tools | Permissions | User Group Permissions**.

Additional Resources:

Reference Guides: User Group Permissions and *User Group Processes* available on the One Publications website and on My Account.

Accessing Governors

Governors can be accessed via either v4 Online or v4 Client.

> *NOTE: It is recommended to access Governors via v4 Online because this offers the best performance to users.*

Accessing Governors from v4 Online

Governors is accessed from the One v4 Online **Home** page.

Click the **Governors** button to display the **Governing Body Search** page.
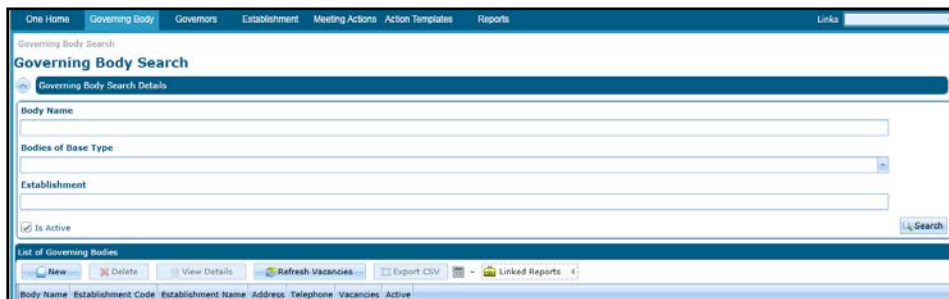
Accessing Governors from v4 Client

From v4 Client, select **Focus | Governors | Governors** to display the **Governing Body Search** page.
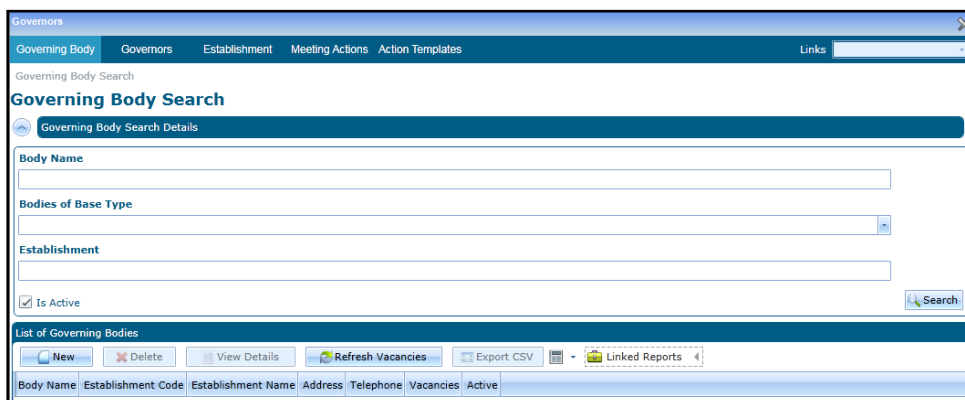
Managing Establishments

Governing body establishments determine the composition of governing bodies.

Adding a New Establishment

1. Access Governors from either v4 Online or v4 Client to display the **Governing Body Search** page. For more information, see Accessing Governors on page *3*.

2. Select the **Establishment** tab to display the **Establishment Search** page.

3. Click the **New** button to display the **Establishment** page.

4. Enter an **Establishment Code**.

5. Enter an **Establishment Name**.

6. Click the **Save** button.

7. Select the **Composition** tab.

8. Click the **Add** button to display the **Composition Details** dialog.

9. Select a **Type** for the type of governor (*Lookup Table ID: 0118*).

10. Enter the **Number** of this type of governor.

11. If required, enter a **Quorum** for this governor type.

> **NOTES: Quorum** *is used to help manage vacancies and appointments for the governing body. It can be blank or zero and it cannot exceed the value of* **Number**.
>
> *The* **Quorum** *can be used to suggest a minimum or suggested number of governors of a particular type for a governing body. For more information, see* Viewing a Governing Body Composition *on page 10.*

12. Click the **Save** button.

Viewing an Establishment

1. Access Governors from either v4 Online or v4 Client to display the Governing Body Search page. For more information, see Accessing Governors on page *3*.

2. Select the **Establishment** tab to display the **Establishment Search** page.

3. Click the **Search** button to display a list of establishments.

4. Select an establishment and click the **View Details** button to display the **Establishment Details** page.

Updating an Establishment

The establishment details can be updated by changing the type, number and quorum of governors.

1. Search for an establishment and view the details. For more information, see Viewing an Establishment on page *5*.

2. If required, amend the information on the **Composition** tab as follows:

   a. Select a governor type and click the **Edit** button to display the **Composition Details** panel.

   b. Select a new **Type** from the drop-down (*Lookup Table ID: 0118*).

   c. Enter a new **Number** for this type of governor.

   d. Enter a **Quorum** for this type of governor.

   > **NOTE:** *Quorum* can be blank or zero. It cannot exceed the value of **Number**.

   e. Click the **Save** button.

3. If required, add a new governor type on the **Composition** tab as follows:

   a. Click the **Add** button to display the **Composition Details** dialog.

     b. Select a **Type** from the drop-down.

     c. Enter a **Number**.

     d. Enter a **Quorum**.

     e. Click the **Save** button.

4. If required, remove a record from the **Composition** tab as follows:

     a. Highlight a record.

     b. Click the **Delete** button to display a confirmation dialog.

     c. Click the **Yes** button to confirm.

5. If required, select the **Details** tab and enter a new **Establishment Name**.

6. Click the **Save** button.

02 | Managing Governing Bodies

Adding a New Governing Body

1. Access Governors from either v4 Online or v4 Client to display the Governing Body Search page. For more information, see Accessing Governors on page *3*.

2. Click the **New** button on the **List of Governing Bodies** panel to display the **Governing Body** page.

3. Enter a **Body Name**.

4. Select an **Establishment** from the drop-down.

5. If required, select a **Reconstitution Date**.

6. If required, add an address:

   a. Click the browse button to display the **Address Search** dialog.

   b. Enter a partial **Postcode**, **Address Line** or both and click the **Search** button to display the **List of Addresses**.

c. Highlight the required address and click the **Select** button.

7. If required, link a base to this governing body:

   a. Click the **Add** button on the **Bases Linked to Governing Body** panel to display the **Base Search** dialog.

   b. Enter search criteria and click the **Search** button to display a list of bases.

   c. Select a base and click the **Select** button.

   If the base is already linked, a confirmation message is displayed.

8. Click the **Save** button.

Viewing Governing Body Details

1. Access Governors from either v4 Online or v4 Client to display the Governing Body Search page. For more information, see Accessing Governors on page *3*.

2. If required, enter search criteria as follows:

   a. Enter a full or partial **Body Name**.

   b. Select a **Bodies of Base Type** from the drop-down.

   c. Enter a full or partial **Establishment** name or code.

3. Click the **Search** button to display governing bodies on the **List of Governing Bodies** panel.

4. Highlight a governing body and click the **View Details** button to display the **Governing Body** page with the **Composition** tab selected.

Updating Governing Body Basic Details

1. View the governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Basic Details** tab to display the **Governing Body Details** page.

3. If required, update the details as follows:

   a. Enter a **Body Name**.

   b. Select an **Establishment** from the drop-down.

   c. Select a **Reconstitution Date**.

   d. Click the browse button to display the **Address Search** dialog.

   e. Enter a partial **Postcode**, **Address Line** or both and click the **Search** button to display the **List of Addresses**.

   f. Highlight the required address and click the **Select** button.

4. To link a new base to this governing body:

   a. Click the **Add** button on the **Bases Linked to Governing Body** panel to display the **Base Search** dialog.

   b. Enter search criteria and click the **Search** button to display a list of bases.

   c. Select a base and click the **Select** button.

      If the base is already linked, a confirmation message is displayed.

5. To delete a linked base:

   a. Highlight it and click the **Delete** button.

      A confirmation message is displayed.
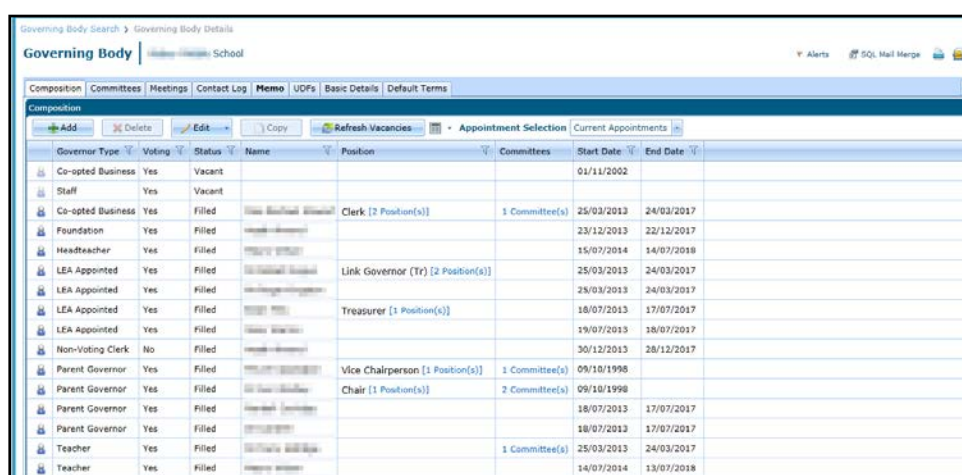
   b. Click the **Yes** button to confirm.

6. Click the **Save** button.

Viewing a Governing Body Composition

1. Open the required governing body details. For more information, see <u>Viewing Governing Body Details</u> on page *8*.

2. Ensure that the **Composition** tab is selected.

   Current appointments and vacancies for the governing body are displayed.

   To view only future appointments for the governing body, select **Future Appointments** from the **Appointment Selection** drop-down.

   To view only historical appointments for the governing body, select **Historical Appointments** from the **Appointment Selection** drop-down.

To view all appointments for the governing body, select **All Appointments** from the **Appointment Selection** drop-down.

If a vacancy or appointment is selected and a quorum value is stored against that particular governor type in the establishment then the following message is displayed:

The Establishment associated to this governing body has a quorum of *n* for the selected governor type.

Viewing Governor Positions

A governor can hold more than one position within a governing body. The **Composition** tab displays the number of positions held and there is a link to display the details.

1. Open the required governing body details and ensure that the **Composition** tab is selected. For more information, see Viewing a Governing Body Composition on page *10*.

2. Click the **Position(s)** link to display the **Position Details** dialog.

The positions held by the governor can be updated. For more information, see Updating Position Details on page *16*.

Viewing Associated Committees

A governor can be a member of one or more committees. The **Composition** tab displays the number of committees for each governor and there is a link to display the associated committees.

1. Open the required governing body details and ensure that the **Composition** tab is selected. For more information, see Viewing a Governing Body Composition on page *10*.

2. Click the **Committees** link to display the **Associated Committees** dialog.

Amending a Governing Body Composition

When a new governing body is created, vacant posts are created based on the establishment. For more information, see Managing Establishments on page *3*.

New vacant posts can be created and existing vacancies can be filled via the **Governing Body | Composition** tab.

Adding a New Post

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Ensure that the **Composition** tab is selected.

3. Click the **Add** button to display the **Appointment Details | New Appointment** dialog.

4. Click the **Name** browse button to display the **Person Search** dialog and select a person for this appointment.

5. Select a **Type** from the drop-down (*Table ID: 0118*).

6. Select a **Start Date**. **End Date** defaults according to the **Type** of appointment.

7. If required, select a **Political Affiliation** (*Table ID: 0710*).

8. If required, select **Address Type** (*Table ID: 0087*).

The **Address** is automatically completed.

9. If required, enter a **Governor Telephone** number.

10. If required, enter an **Additional Email** address.

11. Click the **Save** button.

    If the governor type is not in the assigned establishment, a warning message is displayed.

    > *NOTES: The **Governor Telephone Number** and **Additional Email Address** are stored on the governor record, not on the person details record.*

Filling a Vacancy

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Ensure that the **Composition** tab is selected.

3. Double-click a vacant appointment to display the **Appointment Details | New Appointment** dialog.

4. Click the **Name** browse button to display the **Person Search** dialog and select a person for this appointment.

5. Select a **Start Date**. **End Date** defaults according to the **Type** of appointment.

6. If required, select a **Political Affiliation** (*Table ID: 0710*).

7. If required, select **Address Type** (*Table ID: 0087*).

    Address is automatically completed.

8. If required, enter a **Governor Telephone Number**.

9. If required, enter an **Additional Email** address.

10. Click the **Save** button.

    > *NOTES: The **Governor Telephone Number** and **Additional Email Address** are stored on the governor record, not on the person details record.*
    > *The maximum number of concurrent appointments held by a governor is set in v3 via **System Administration | LA Defaults**. If this is exceeded, a warning message is displayed.*

Updating an Appointment

You can update the appointment details and end an appointment. This will update the governor details record.

1. Open the required governing body details. For more information, see [Viewing Governing Body Details](#) on page *8*.

2. Ensure that the **Composition** tab is selected.

3. Double-click an appointment to display the **Appointment Details** dialog.

4. If required, to end the appointment:

    a. Select an **End Date**.

    b. Select an **End Reason** (*Lookup Table ID: 0260*).

    If the **End Reason** is **Disqualified**, the **Disqualified Date** is automatically completed and the **Disqualified** check box is selected.

    > NOTE: *If the position end date is blank or later than the appointment end date, it is automatically set to the appointment end date for any positions held by this governor.*

5. If required, enter a **Governor Telephone** number.

6. If required, enter an **Additional Email** address.

7. Click the **Save** button.

Copying an Appointment

An appointment with a status of filled can be copied to create a new appointment for the governing body.

1. Open the required governing body details. For more information, see [Viewing Governing Body Details](#) on page *8*.

2. Ensure that the **Composition** tab is selected.

3. Highlight the required appointment and click the **Copy** button to display the **Appointment Details | New Appointment** dialog.

4. Click the **Name** browse button to display the **Person Search** dialog and select a person for this appointment.

5. If required, select a **Type** from the drop-down (*Table ID: 0118*).

6. Select a **Start Date**. **End Date** defaults according to the **Type** of appointment.

7. If required, select a **Political Affiliation** (*Table ID: 0710*).

8. If required, select **Address Type** (*Table ID: 0087*).

   The **Address** is automatically completed

9. If required, enter a **Governor Telephone** number.

10. If required, enter an **Additional Email** address.

11. Click the **Save** button.

Deleting an Appointment

An appointment with a status of filled can be deleted.

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Ensure that the **Composition** tab is selected.

3. Highlight the required appointment and click the **Delete** button.

   A confirmation message is displayed.

4. Click the **Yes** button to confirm deletion.

Updating Position Details

The number of positions held by a governor is displayed on the **Composition** tab with a link to the details. A new position can be added or an existing position can be removed.

1. Open the required governing body details and ensure that the **Composition** tab is selected. For more information, see Viewing a Governing Body Composition on page *10*.

2. Click the **Position(s)** link to display the **Position Details** dialog.

Adding a new Position

To add a new position for the selected governor:

a. Click the **Add** button.

b. Select a **Position** from the drop-down list (*lookup Table ID: 0119*).

   Start Date is set to the current date and **End Date** is set to the end date of the appointment.

c. If required, update the **Start Date** and **End Date**.

d. Click the **Save** button.

Deleting a Position

To delete a position held by the selected governor:

a. Select the required position.

b. Click the **Delete** button.

A confirmation dialog is displayed.

Adding a New Committee

A governing body committee consists of one or more governors. The **Committees** tab enables you to set up a new committee and add and remove governors as committee members.

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Committees** tab.

3. Select **Add Committee** from the **Select Committee** drop-down to display the **Add Committee** dialog.

4. Select the required **Committee Type** and click the **Add Committee** button.

Alternatively, click the **New Committee Type** button and create a new type. For more information, see Viewing Governing Body Details on page *8*.

5. If required, enter the **Max Members** and **Quorum** on the **Committee Details** panel.

6. Click the **Save** button.

Adding a Committee Member

1. Open the required committee details. For more information, see Viewing Committee Details on page *19*.

2. Click the **Add** button on the **Committee Members** panel to display the **Add Committee Member** dialog.

3. Select a **Governor Name** from the drop-down list of governors.

4. If required, select a **Committee Position** (*Table ID: 0614*).

5. Alternatively, click the **New Committee Position** dialog and create a new position. For more information, see <u>Adding a Committee Position</u> on page *18.*

6. Click the **Save** button.

Adding a Committee Position

Committee positions are stored in a lookup table (*Table ID: 0614*). A new committee position can be added to the table when you are adding or editing a committee member.

1. Open the required committee details. For more information, see <u>Viewing Committee Details</u> on page *19*.

2. Click the **Add** button on the **Committee Members** panel to display the **Add Committee Member** dialog.

3. Alternatively, highlight a committee member and click the **Edit** button to display the **Edit Committee Member** dialog.

4. Click the **New Committee Position** button to display the **New Committee Position** dialog.

5. Enter an **Internal Code** and a **Description**.

6. Click the **Save** button.

Managing Committee Details

Viewing Committee Details

1. Open the required governing body details. For more information, see <u>Viewing Governing Body Details</u> on page *8*.

2. Select the **Committees** tab.

3. Select the required committee from the **Select Committee** drop-down to display the **Committee composition** page.
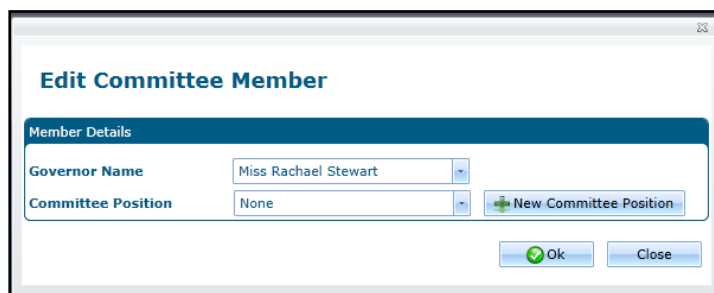

Updating Committee Details

1. Open the required committee. For more information, see <u>Viewing Committee Details</u> on page *19*.

2. If required, enter the **Max Members** and **Quorum** on the **Committee Details** panel.

3. If required, update the **Committee Members** panel as follows:

   ■ Click the **Add** button to add a new member.

   ■ Highlight a governor and click the **Edit** button to edit the details.

   ■ Highlight a governor and click the **Delete** button to delete it from the committee.

4. Click the **Save** button.

Editing a Committee Member

1. Click the **Edit** button on the **Committee Members** panel to display the **Edit Committee Member** dialog.

2. Select a **Governor Name** from the drop-down list of governors.

3. If required, select a **Committee Position** (*Table ID: 0614*).

4. Alternatively, click the **New Committee Position** dialog and create a new position. For more information, see Adding a Committee Position on page *18*.

5. Click the **Save** button.

Deleting a Committee Member

1. Highlight a governor and click the **Delete** button on the **Committee Members** panel to display a confirmation dialog.

2. Click the **Yes** button.

Deleting a Committee

1. Open the required committee. For more information, see Viewing Committee Details on page *19*.

2. Click the **Delete** button to display a confirmation message.

3. Click the **Yes** button to confirm deletion.

Managing Committee Meetings

Adding a New Meeting

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Meetings** tab.

3. Click the **New** button.

4. Enter the following information on the **Meeting Details** tab.

5. Enter a **Meeting Date**.

6. Select **a Meeting Type**.

7. If required, complete the following:

   a. Enter a **Time**.

   b. Enter an **Action Date**.

   c. Select a **Committee**.

   d. Enter a **Meeting Title**.

8. If required, select the **Flag** check box. The check box can be used to flag the meeting for whatever purpose the Local Authority requires.

9. Click the **Save** button.

Viewing Meeting Details

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Meetings** tab to display the **Meeting Summary**.

3. Select a meeting in the list to display the **Meeting Details**.

Updating Meeting Details

1. Open the required meeting details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Update the following information on the **Meeting Details** tab:

   a. Enter a **Meeting Date**.

   b. Select a **Meeting Type**.

   c. If required, enter a **Time**, an **Action Date**, select a **Committee** and enter a **Meeting Title**.

   d. If required, select the **Flag** check box. The check box can be used to flag the meeting for whatever purpose the Local Authority requires.

3. Click the **Save** button.

Deleting a Meeting

1. Open the required governing body details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Select the **Meetings** tab to display the **Meeting Summary**.

3. Highlight a meeting on the **Meeting Summary** and click the **Delete** button.

   A confirmation message is displayed.

4. Click the **Yes** button to confirm deletion.

Adding Meeting Attendance

1. Open the required meeting details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Select the **Attendance** tab.

3. Click the **Add** button to display the **Person Search** dialog.

4. Search for the required person and click the **Select** button.

5. Click the **Save** button.

Updating Meeting Attendance

1. Open the required meeting details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Select the **Attendance** tab.

3. If required, to record attendance, select the **Attended** check box to display a tick. Alternatively, select the **Select All/Deselect All** check box to display a tick.

4. If required, to record non-attendance:

   a. Select the **Attended** check box to display a cross or select the **Select All/Deselect All** check box to display a cross.

   b. Select a **Non Attendance Status** from the drop-down.

5. Click the **Save** button.

Deleting Meeting Attendance

1. Open the required meeting details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Select the **Attendance** tab.

3. Select a person in the list and click the **Delete** button.

4. Click the **Save** button.

Managing Meeting Actions

A new meeting action can be added or a template of actions can be applied. For information about using action templates, see Using Action Templates on page *26*.

Adding a New Action

1. Open the required meeting details. For more information, see Viewing Meeting Details on page *21*.

2. Select the **Actions** tab.

3. Click the **Add** button to display the **Meeting Action Add** dialog.

4. Select a **Date Due** and enter a **Description**.

5. If required, enter an **Action to Take**.

6. Select either a **Position** or a **Governor** from the drop-down list.

7. If required, enter **Action Taken** and **Date Completed**.

8. Click the **OK** button.

9. Click the **Save** button.

Viewing Meeting Actions

1. Access Governors from either v4 Online or v4 Client to display the Governing Body Search page. For more information, see Accessing Governors on page *3*.

2. Select the **Meeting Actions** tab to display the **Action Enquiry** dialog.

3. If required, enter search criteria.

4. Click the **Search** button to display a **List of Meeting Actions**.

Editing an Action

1. Open the required meeting details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Select the **Actions** tab.

3. Alternatively, view the meeting actions via the **Meeting Actions** tab. For more information, see <u>Viewing Meeting Actions</u> on page *24*.

4. Select the required action and click the **Edit** button to display the **Meeting Action | Edit** dialog.

5. Select a **Date Due** and enter a **Description**.

6. If required, enter an **Action to Take**.

7. Select either a **Position** or a **Governor** from the drop-down list.

8. If required, enter **Action Taken** and **Date Completed**.

9. Click the **OK** button.

10. Click the **Save** button.

Using Action Templates

A template of meeting actions is added via the **Action Templates** tab. It can then be applied to a meeting. It can be assigned to a governing body or available for all governing bodies within the Local Authority.

Adding an Action Template

To add a new template of actions:

1. Access Governors from either v4 Online or v4 Client to display the **Governing Body Search** page. For more information, see [Accessing Governors](#) on page *3*.

2. Select the **Action Templates** tab to display the **Template Enquiry** page.

3. Click the **Add** button on the **List of Templates** panel.

4. Enter the following on the **Details** tab:

   a. If required, select a **Governing Body** from the drop-down.

   b. Enter a **Description**.

   c. Click the **Save** button.

5. Select the **Actions** tab.

6. Click the **Add** button on the **Actions** tab to display the **Template Action | Add** dialog.

7. Enter the **Due Day** for this action to be completed relative to the date of the meeting. This can be a negative number if the action must be completed <u>before</u> the meeting.

8. Enter a **Description**.

9. If required, enter details of the **Action to Take**.

10. Select an **Assigned to Position** from the drop-down list.

11. Click the **OK** button.

12. Click the **Save** button.

Applying an Action Template to a Meeting

You can apply the template to a meeting unless it already has a template applied.

1. Open the required meeting details. For more information, see <u>Viewing Meeting Details</u> on page *21*.

2. Select the **Actions** tab.

3. Click the **Add Actions Template** button to display the **Action Template | Select Template to Apply** dialog.

> *NOTE: If the meeting already has a template of actions, the **Add Actions Template** button is disabled.*

4. Select the required template in the **List of Templates** to display the **List of Template Actions**.

5. Click the **OK** button to display the **Actions** tab.

6. Click the **Save** button.

Viewing an Action Template

1. Access Governors from either v4 Online or v4 Client to display the **Governing Body Search** page. For more information, see Accessing Governors on page *3*.

2. Select the **Action Templates** tab to display the **Template Enquiry** page.

3. If required, enter your search criteria.

4. Click the **Search** button.

5. Select the required template in the **List of Templates** to display the details.

6. If required, select the **Actions** tab to display the actions.

Editing an Action Template

1. Open the details of the required action template. For more information, see <u>Viewing an Action Template</u> on page 28.

2. If required, edit the **Details** tab as follows:

   a. Select a **Governing Body** from the drop-down.

   b. Enter a **Description**.

   c. Click the **Save** button.

3. If required, add a new action as follows:

   a. Select the **Actions** tab.

   b. Click the **Add** button to display the **Template Action | Add** dialog.

   c. Enter the **Due Day** for this action to be completed relative to the date of the meeting. This can be a negative number if the action must be completed <u>before</u> the meeting.

   d. Enter a **Description**.

   e. If required, enter details of the **Action to Take**.

   f. Select an **Assigned to Position** from the drop-down list.

   g. Click the **OK** button.

   Alternatively, edit an action as follows:

   a. Select the **Actions** tab.

   b. Highlight the required action and click the **Edit** button to display the **Template Action | Edit** dialog.

c. Enter the **Due Day** for this action to be completed relative to the date of the meeting. This can be a negative number if the action must be completed <u>before</u> the meeting.

d. Enter a **Description**.

e. If required, enter details of the **Action to Take**.

f. Select an **Assigned to Position** from the drop-down list.

g. Click the **OK** button.

4. Click the **Save** button.

Cloning an Action Template

An action template can be cloned to create a new template with the same details and list of actions.

1. Open the details of the required action template. For more information, see <u>Viewing an Action Template</u> on page *28*.

2. Click the **Clone** button.

3. If required, edit the **Details** tab as follows:

a. Select a **Governing Body** from the drop-down.

b. Enter a **Description**.

c. Click the **Save** button.

4. If required, edit the **Actions** tab as follows:

- To add a new action, click the **Add** button to display the **Template Action | Add** dialog. For more information, see Adding a New Action on page *24*.

- To edit an action, select it and click the **Edit** button to display the **Template Action | Edit** dialog. For more information, see Editing an Action on page *25*.

- To delete an action, select it and click the **Delete** button. A confirmation dialog is displayed.

5. Click the **Save** button.

Deleting an Action Template

1. Open the details of the required action template. For more information, see Viewing an Action Template on page *28*.

2. Select the template and click the **Delete** button. A confirmation message is displayed.

3. Click the **Yes** button.

Viewing the Contact Log

The details from the v3 Contact Log are displayed on the **Contact Log** tab.

> **NOTE:** *New communications for the governing body are managed via the Communication Log. For more information, see Managing the Governing Body Communication Log on page 34.*

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Contact Log** tab to view the **Contact Log Summary**.

3. Select a record on the **Contact Log Summary** panel to display the details.

Using Memos

Adding a Governing Body Memo

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Memo** tab to view the **Governing Body Memo**.

3. Enter memo details.

4. Click the **Save** button.

Viewing a Governing Body Memo

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8*.

2. Select the **Memo** tab to view the **Governing Body Memo**.

Editing a Governing Body Memo

1. Open the required governing body memo. For more information, see Viewing a Governing Body Memo on page *32*.

2. Select the **Memo** tab to view the **Governing Body Memo**.

3. Update the memo details.

4. Click the **Save** button.

Using UDFs

User Defined Fields (UDFs) are set up in v4 Client via **Tools | Administration | UDF Management**. They can be viewed and updated in v4 Online and v4 Client.

Viewing UDFs for a Governing Body

1. Open the required governing body details. For more information, see <u>Viewing Governing Body Details</u> on page *8.*

2. Select the **UDFs** tab to view the **User Defined Fields**.

Updating UDFs for a Governing Body

1. Open the required governing body details. For more information, see <u>Viewing Governing Body Details</u> on page *8.*

2. Select the **UDFs** tab to view the **User Defined Fields**.

3. Update required details.

4. Click the **Save** button.

Managing Default Terms

Default terms for a particular governing body and governor type can be viewed and updated. The default number of years and months for each type of governor for the Local Authority are stored in the lookup table (*Table ID: 0118*). The defaults for the governing body can be updated.

Viewing Default Terms

1. Open the required governing body details. For more information, see <u>Viewing Governing Body Details</u> on page *8.*

2. Select the **Default Terms** tab to view the **Default Terms** panel

Editing Default Terms

1. Open the default terms for the required governing body. For more information, see Viewing Default Terms on page *33*.

2. Select the required governor type and click the **Edit** button to display the **Default Governor Terms** dialog.

3. If required, enter **Governing Body Years** and **Governing Body Months**.

4. Click the **Save** button.

Managing the Governing Body Communication Log

Communication details for a governing body are logged via the communication log.

Viewing Communications for a Governing Body

1. Open the required governing body details. For more information, see Viewing Governing Body Details on page *8.*

2. Select **Communication Log** from the **Links** drop-down to display the **Communications for Governing Body** page.
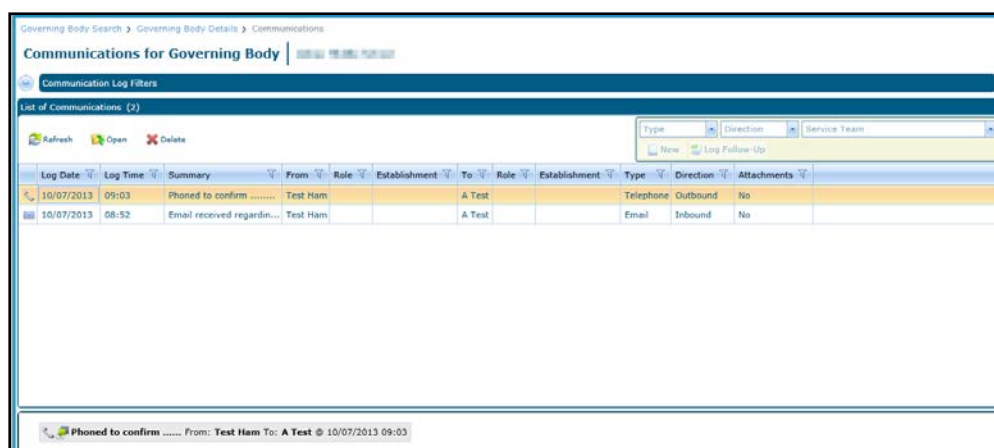
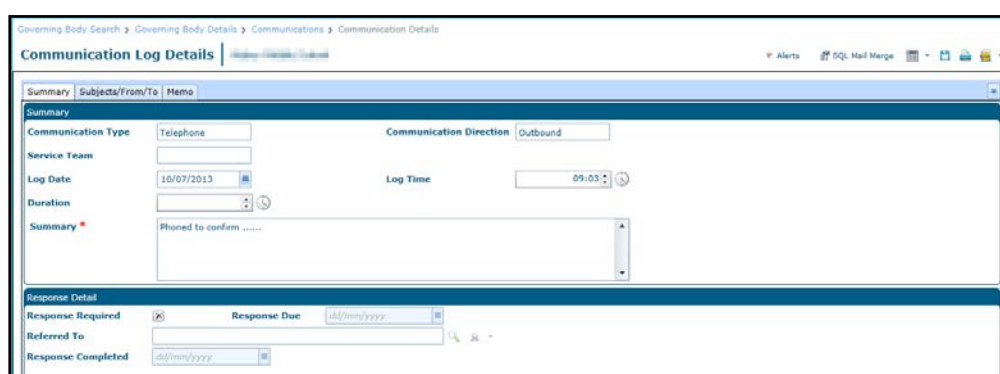3. To view the details, select the required communication in the list and click the **Open** button to display the **Communication Log Details** page.

Adding a New Communication

To log a new communication:

1. Open the required governing body details. For more information, see <u>Viewing Governing Body Details</u> on page *8.*

2. Select **Communication Log** from the **Links** drop-down to display the **Communications for Governing Body** page.
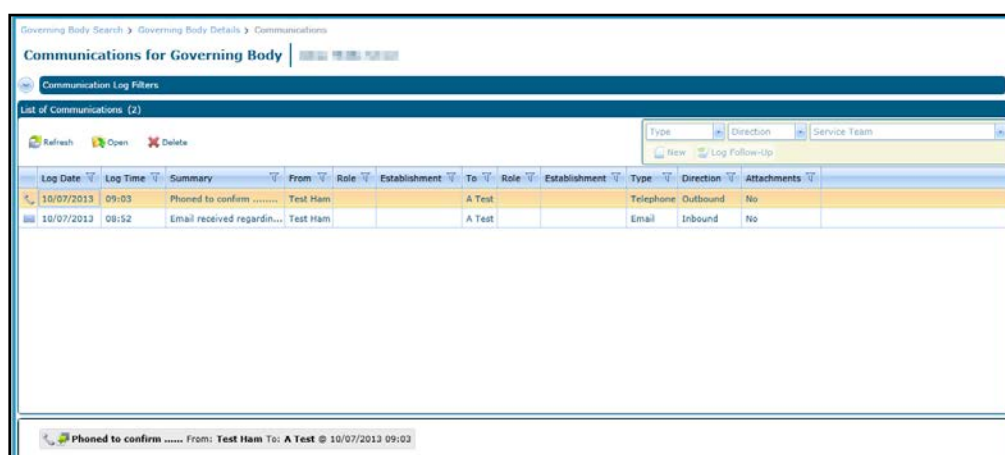
3. Select a **Type**.

4. Select a **Direction**.

5. If required, select a **Service Team**.

6. Click the **New** button to display the **Communication Log Details** page.

7. Enter a **Summary**.

8. If required enter the following:

   a. **Log Date** and **Log Time**.

   b. If **Type** is **Email**, select a **Priority**.

   c. If **Type** is **Telephone**, enter **Duration**.

9. If required, enter the following on the **Response Detail** panel:

   a. Select the **Response Required** check box to display a tick.

   b. Enter the **Response Due** date and select a **Referred To** person.

10. Select the **Subjects/From/To** tab.

> **NOTE:** The **Subjects** panel is not used in the Governors communication log.

11. Enter a **To** person as follows:

   a. Click the **Add** button to display the **Person Search**.

   b. Enter search criteria and click the **Search** button.

    c. Select the required person in the list and click the **Select** button.

12. If required, complete the following information:

    a. Click the **Add** button to add a **From** person.

    b. If **Type** is **Email** or **Fax**, add a **CC - Recipient**.

    c. If **Type** is **Letter** or **Fax**:

       i. Select the **Letter Details** tab.

       ii. Enter the **Letter Details**.

    d. If **Type** is **Email**:

       i. Select the **Email Details** tab.

       ii. Enter the **Subject** and **Body**.

13. If required, select the **Memo** tab and enter a memo.

14. Click the **Save** button.

03 | **Managing Governor Details**

Viewing Governor Details

You can view governor details either via the Person Search or the Governing Body Search.

> *NOTE: The governor details displayed are read-only. If the governor has multiple appointments, the most recently updated telephone number and email address are displayed.*

Using Person Search to view Governor Details

1. Access Governors from either v4 Online or v4 Client. For more information, see Accessing Governors on page *3*.

2. Select the **Governors** tab to display the **Person Search** dialog.

3. Click the **Is Governor** check box to display a tick.

4. Enter search criteria and click the **Search** button to display a **List of People**.

5. Click the **Show Governor Details** button to display the **Governor Details** page.

Using Governing Body Search to view Governor Details

1. Search for a governing body and view the composition. For more information, see Accessing Governors on page *3*.

2. Select the required governor and select **Governor Details** from the **Edit** drop-down to display the **Governor Details** page.

> **NOTE:** *If you view the governor details using the **Governing Body Search**, the **Edit** drop-down also gives access to **Appointment Details** and **Position Details**.*

Viewing Governor Appointments

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Ensure that the **Appointment Details** tab is selected.

3. Double-click on the required appointment to display the **Appointment Details** dialog.

Viewing Governor Positions

1. Open the required governor details. For more information, see

2. Ensure that the **Appointment Details** tab is selected.

3. Select the required appointment.

4. Select **Position Details** from the **Open** drop-down to display the **Position Details** dialog.

Adding Governor Training

1. Open the required governor details. For more information, see

2. Select the **Training Others** tab.

3. Click the **Add** button to display the **Training Summary Details | New Training** dialog.

4. Enter a **Description**.

5. If required, enter remaining details as follows:

   a. Select a **Training Date**.

   b. Select a **Renewal Date**.

   c. Enter **Training Days**.

   d. Enter an **Amount**.

   e. Enter a **Fund**.

   f. Select a **Level** from the drop-down (*Table ID: 0473*).

   g. Select a **Qualification Obtained** (*Table ID: 0010*).

6. Click the **Save** button.

Viewing Governor Training

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. To view courses booked via the One Training Manager module, select the **Training Manager Courses** tab.

3. Alternatively, to view other training details, select the **Training Others** tab.

Editing Governor Training

1. Open training for the required governor training select the **Training Others** tab. For more information see .

2. Select the required training record and click the **Edit** button to display the **Training Summary Details** dialog.

3. If required, update the details as follows:

   a. Select a **Training Date**.

   b. Select a **Renewal Date**.

   c. Enter a **Description**.

   d. Enter **Training Days**.

   e. Enter an **Amount**.

   f. Enter a **Fund**.

   g. Select a **Level** from the drop-down (*Table ID: 0473*).

   h. Select a **Qualification Obtained** (*Table ID: 0010*).

4. Click the **Save** button.

Deleting Governor Training

1. Open training for the required governor and select the **Training Others** tab. For more information, see .

2. Select the required training record and click the **Delete** button.

   A confirmation message is displayed.

3. Click the **Yes** button to confirm.

Adding Governor Checks

1. Open the required governor details. For more information, see .

2. Select the **Disclosure Details** tab.

3. Click the **Add** button to display the **Disclosure Check | New Disclosure Check** dialog.
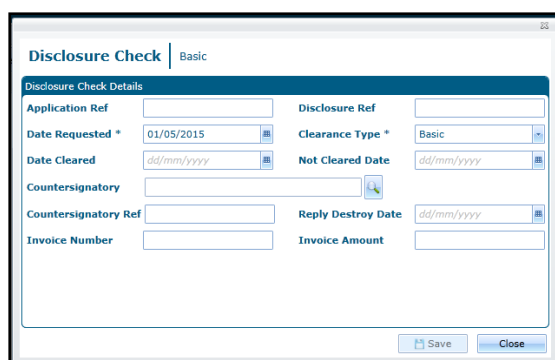
4. Enter a **Date Requested**.

5. Select a **Clearance Type**.

6. If required, enter remaining details as follows:

   a. Enter an **Application Ref** and a **Disclosure Ref**.

   b. Enter a **Date Cleared** or a **Not Cleared Date**.

   c. Click the browse button to display the **Person Search** and select a **Countersignatory**.

   d. Select a **Reply Destroy Date**.

   e. Enter an **Invoice Number** and **Invoice Amount**.

7. Click the **Save** button.

Viewing Governor Checks

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Select the **Disclosure Checks** tab.

3. Double-click the required disclosure check to display the **Disclosure Check** dialog.

Editing Governor Checks

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Select the **Disclosure Details** tab.

3. Select a check and click the **Edit** button to display the **Disclosure Check** dialog.

4. If required, update the details as follows:

   a. Enter a **Date Requested**.

   b. Select a **Clearance Type**.

   c. Enter an **Application Ref** and a **Disclosure Ref**.

   d. Enter a **Date Cleared** or a **Not Cleared Date**.

   e. Click the browse button to display the **Person Search** and select a **Countersignatory**.

   f. Select a **Reply Destroy Date**.

   g. Enter an **Invoice Number** and **Invoice Amount**.

5. Click the **Save** button.

Viewing Governor Attendance

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Select the **Attendance** tab to display a list of meeting attendance for the governor.

Viewing Governor Roles

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Select the **Roles** tab to display a list of roles held by the governor.

Adding a Governor Memo

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Select the **Memo** tab to display the memo editor.

Viewing Meeting Actions for a Governor

Actions for a governor are added via the **Governing Body | Meetings** tab. For more information, see <u>Managing Meeting Actions</u> on page *24*. They can be viewed and updated via the **Governors | Meeting Action** tab.

1. Open the required governor details. For more information, see <u>Viewing Governor Details</u> on page *39*.

2. Select the **Actions** tab to display a **List of Meeting Actions** for the governor.

Editing Meeting Actions for a Governor

1. Open the meeting actions for the required governor. For more information, see <u>Viewing Meeting Actions for a Governor</u> on page *46*.

2. Double click on a meeting action to display the **Meeting Action | Edit** dialog.

3. If required, edit the details as follows:

   a. Enter a **Date Due**.

   b. Enter a **Description**.

   c. Enter an **Action To Take**.

   d. Select an **Assigned to Position** or **Governor**.

   e. Enter an **Action Taken**.

   f. Select a **Date Completed**.

4. Click the **Save** button.

Deleting Meeting Actions for a Governor

1. Open the meeting actions for the required governor. For more information, see Viewing Meeting Actions for a Governor on page *46*.

2. Highlight the required action and click the **Delete** button.

   A confirmation message is displayed.

3. Click the **Yes** button to confirm deletion.

Managing the Governor Communication Log

Communication details for a governor are logged via the communication log.

Viewing Communications for a Governor

1. Open the required governor details. For more information, see Viewing Governor Details on page *39*.

2. Select **Communication Log** from the **Links** drop-down to display the **Communications for Governor** page.
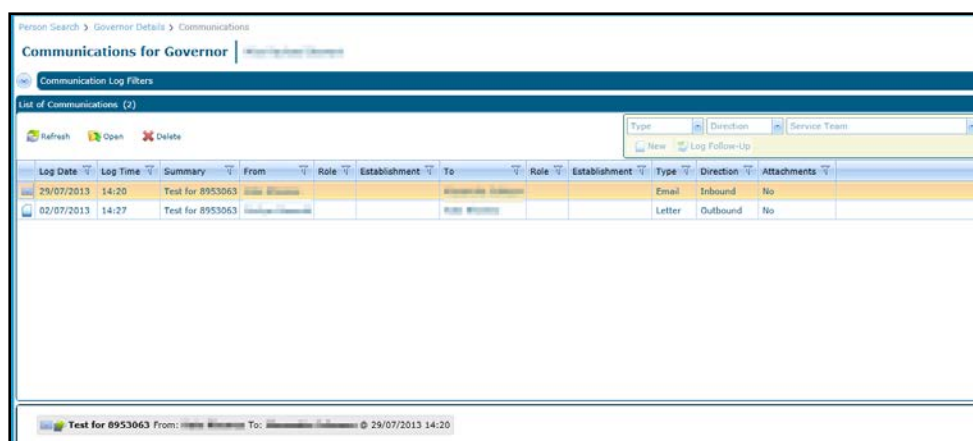
3. To view the details, select the required communication in the list and click the **Open** button to display the **Communication Log Details** page.
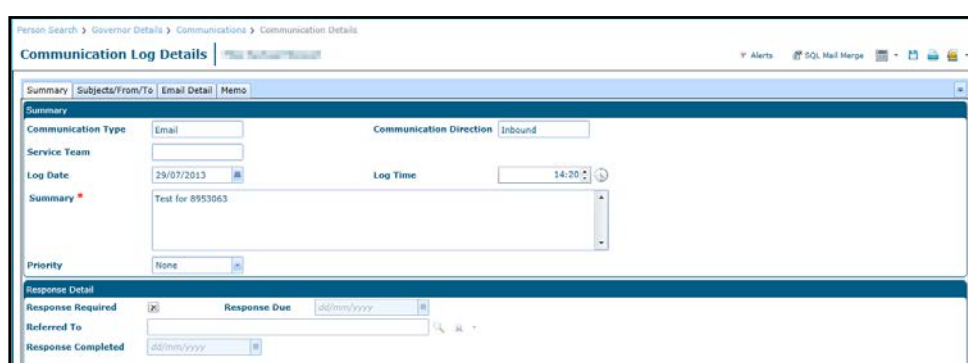
Adding a New Communication for a Governor

Details of a new communication for a governor can be added. The process is the same as adding a new communication for a governing body.

For more information, see Adding a New Communication on page *35*.

04 | Managing Reports

Introduction

The reports functionality enables you to run reports in two ways:

■ Clicking **Reports** on the primary navigation bar enables you to run any of the reports for which you have permissions. In addition, it enables you to view a summary of the reports you have submitted. The **Available Reports** tab enables you to run a report from the Report Definition Repository. The **Submitted Reports** tab enables you to view a summary of any submitted reports and open any completed reports.

■ Reports can be linked to specific screens.

> *NOTE: In order to run a report, permissions have to be set up in v4 Client via **Tools | Permissions | Report Permissions**.*

Viewing Available Reports

The **Available Reports** page provides a list of available reports giving the **Report Title** and the date and time when it was **Last Uploaded**. To view the details of a report:

1. Access Governors from v4 Online. For more information, see

2. Select the **Reports** tab to display the **Reports Manager** page.

   All available reports for the current process are displayed e.g. **Governors Reports**.

3. If required, search for a specific report:

   a. Enter a full or partial **Report Title**.

   b. Click the browse button to display the **Select Process** dialog and select a different process.

   c. Click **Search** to get a list of matching reports.

4. Highlight a report in the list to view the report summary on the top right of the screen and the **Report Details** tab.
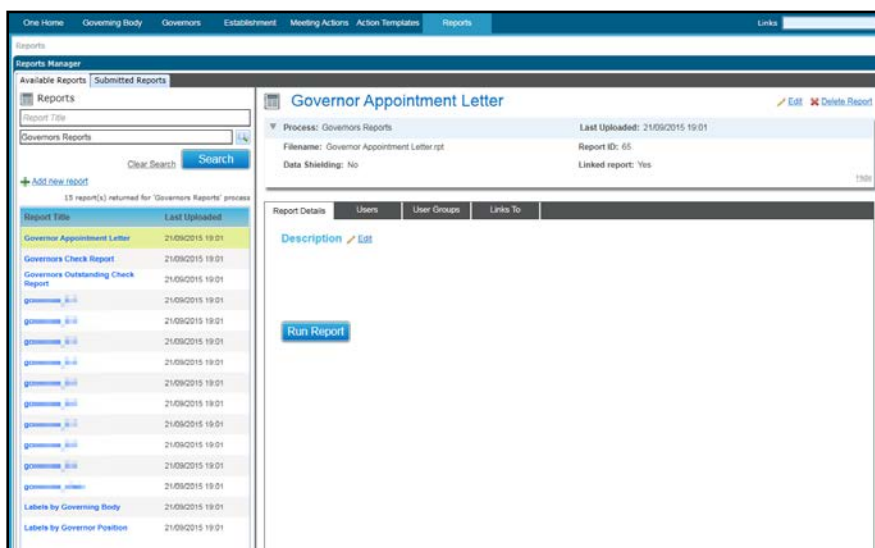
Editing Report Details

1. Open the required report details. For more information, see <u>Viewing Available Reports</u> on page *49.*

2. Click the **Edit** button.

3. Edit the **Description** as required.

4. Click the **Save** button.

Displaying the Users of a Report

Users and user groups with permission to run a report can be displayed. These permissions are set in v4 Client via **Tools | Permissions | Report Permissions.**

1. Open the required report details. For more information, see <u>Viewing Available Reports</u> on page *49.*

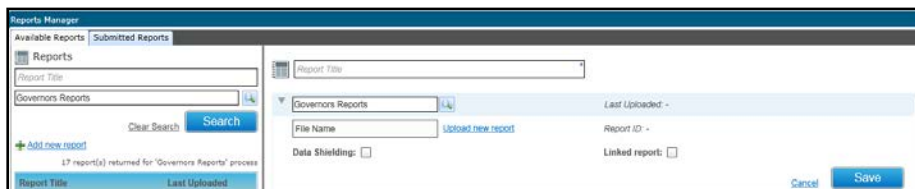2. Select the **Users** tab to display a list of **Users**.

Alternatively, select the **User Groups** tab to display a list of **User Groups**.

Adding a New Report

1. View the available reports. For more information, see <u>Viewing Available Reports</u> on page *49.*

2. Click the **Add new report** link to display the report summary panel.

3. Enter a **Report Title**.

4. If required, click the browse button to display the **Select Process** dialog and select the process to which this report relates. The process is the folder or subfolder on the report server where the report will be placed.

5. Click the **Upload new report** link to select the required report file.

6. If required, select the **Data Shielding** check box to indicate that the report contains sensitive information.
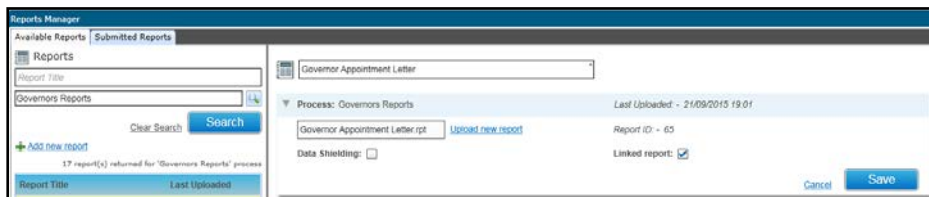
7. If required, select the **Linked Report** check box to enable the report to be linked. For more information, see Linking a Report on page *51*.

8. Click the **Save** button.

Editing a Report Summary

The report summary specifies the report title, the process to which the report relates, the name of the report, a check box to indicate if data on the report is sensitive (shielded) and a check box to indicate that the report has been linked.

1. Open the required report. For more information, see Viewing Available Reports on page *49*

2. Click the **Edit** link on the report summary panel.

3. If required, update the following:

   a. Click the **Upload new report** link and select a new file.

   b. Select or de-select the **Data Shielding** check box.

   c. Select or de-select the **Linked Report** check box.
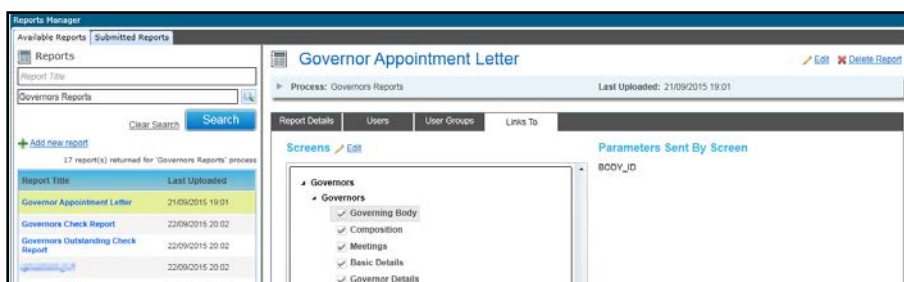
4. Click the **Save** button.

Deleting a Report

A report that is no longer required can be deleted. If a report is linked, deleting it also deletes any links that are defined for it.

1. Open the required report. For more information, see Viewing Available Reports on page *49*.

2. Click the **Delete Report** link to display a confirmation message.

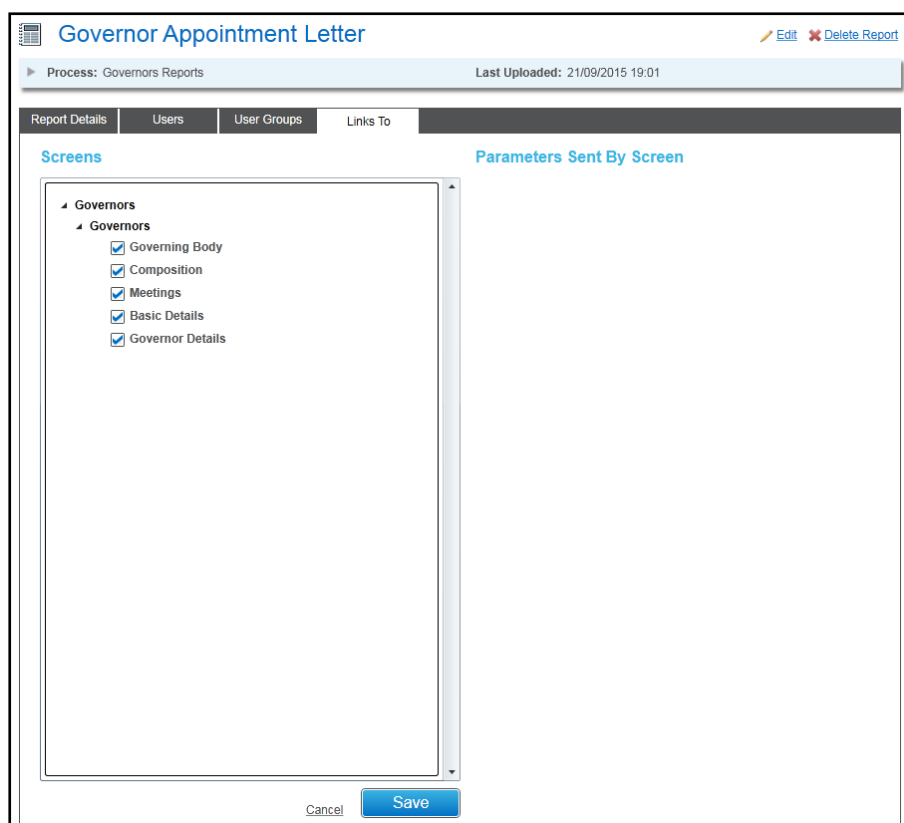3. Click the **Yes** button.

Linking a Report

If the **Linked Report** check box is selected, the **Links To** tab is enabled and the report can be linked to a screen.

1. Open the required report. For more information, see Viewing Available Reports on page *49*.

2. Select the **Links To** tab to display the **Screens** panel.

3. Click the **Edit** button

4. Select the required check boxes.

5. Click the **Save** button.

Display the Screens to which the Report is Linked

The **Links To** tab is displayed when the **Linked Report** check box is selected for the report.

1. Open the required report details. For more information, see

2. Select the **Links To** tab to display a list of **Screens** that are linked to this report and parameters used in the report.
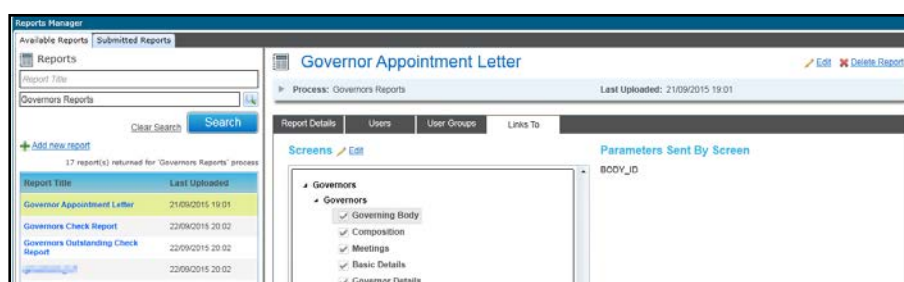
Running a Linked Report

If reports are linked to a screen, they are displayed when the **Linked Reports** button is clicked.

1. Select the screen from which you want to run a linked report.

2. Click the **Linked Reports** button to display a link to the available reports. If the report is logged, the report log can be displayed.

3. Click the link for the required report. A message is displayed to confirm if you want to log this report.

   The **Report Parameters** dialog is displayed.

4. For each parameter, enter the required **Parameter Value**.

5. Click the **Submit Report** button.

Viewing Submitted Reports

The **Submitted Reports** page is accessed via **Reports | Submitted Reports** or by clicking the link on the success message received after running a selected report. It lists all reports run by the logged on user from any module in One v4 Online or One v4 Client.

The **Submitted Reports** tab lists reports that have been submitted, showing the **Report Title**, **Date** and **Time** run and **Report Status**. The status is set as follows:

- **Not Started** – the report may be in a queue.

- **Executing** – the report is running and cannot be viewed.

- **Completed** – the report is ready to view.

- **Error** – the report has not completed. Check the report parameters and re-submit.

1. Access Governors from v4 Online. For information, see <u>Accessing Governors from v4 Online</u> on page *3*.

2. Select the **Reports** tab to display the **Reports Manager** page.

3. Select the **Submitted Reports** tab to display a list of reports.

4. Click the **View Report** button to display the report.

Using Quick Reports

Quick reports is available from the **Governor Details** and **Governing Body** page. A quick reports template must first be created and data fields added. It can then be used to run a quick report from that page.


NOTE: *To use Quick Reports in Internet Explorer, the following setting must be set to **Enabled**: **Internet Options | Security | Custom Level | Scripting | Allow Programmatic clipboard access**.*

Creating a New Template

1. Open the required governor details or governing body basic details. For more information, see <u>Viewing Governor Details</u> on page *39* or <u>Viewing Governing Body Details</u> on page *8*.

2. Click the **Quick Reports** button to display the **Quick Reports** dialog.

3. Select the **Templates** tab.
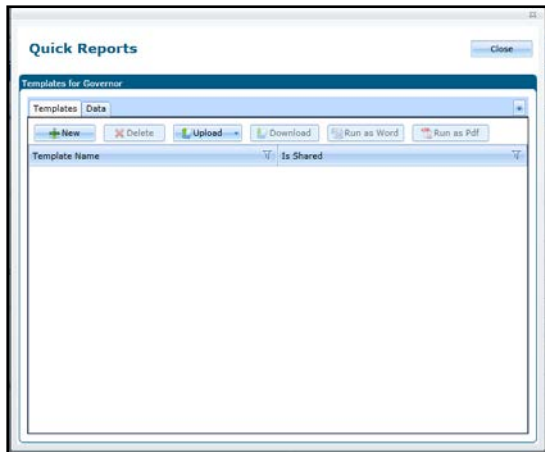
4. Click the **New** button to display the **Quick Report Template** dialog.
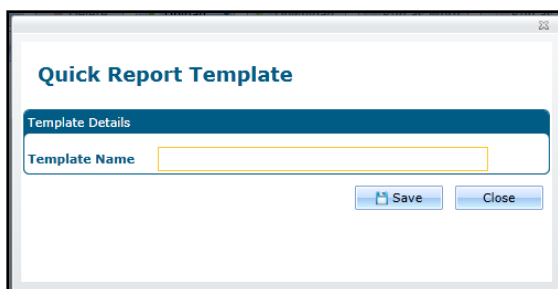

5. Enter a **Template Name**.

6. Click the **Save** button.

Adding Data to a Template

The data fields to be included in the report template must be selected and then copied and pasted into the template.

1. Open the required governor details or governing body basic details. For more information, see Viewing Governor Details on page *39* or Viewing Governing Body Details on page *8*.

2. Click the **Quick Reports** button to display the **Quick Reports** dialog.

3. Select the **Data** tab.
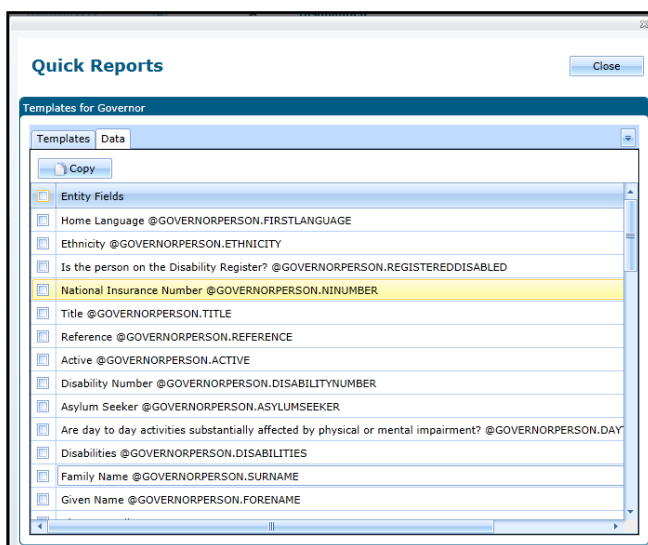
4. Select the check boxes for the required fields. Alternatively, select the **Entity Fields** check box to select all fields.

5. Click the **Copy** button.

6. Select the **Templates** tab.

7. Highlight the required template and click the **Download** button.

8. Enter a file name (.xml format) and location to store the template and click the **Save** button.

9. Navigate to the location where the template is saved and open the file.

10. Paste the entity fields (selected in Step 4) into the template.

    The template is displayed with the selected data fields pasted into it.

11. Format the template as required.

12. Save the template with a new name (.xml format).

13. Close the template.

Running a Quick Report

A quick reports template that has been created and had data fields added can be used to run a quick report.

1. Open the required governor details or governing body basic details. For more information, see

2. Click the **Quick Reports** button to display the **Quick Reports** dialog.

3. Ensure that the **Templates** tab is selected.

4. Click the **Upload** button and select **Private** or **Shared** from the drop-down.

5. Open the required template file with the data fields included.

6. Highlight the required template in the list.

7. Click the **Run as Pdf** or **Run as Word** button.

8. Click the **Open** button to open the report. Alternatively, click the **Save** or **Save As** button to save it.

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